United States Department of State

Foreign Affairs Manual

14 FAM – Logistics Management

Change Transmittal: LOG-105
Date: August 19, 2011

14 FAM 580
PERFORMING TRAVEL

Changes

1. **14 FAM 580, Perform Travel**:

   - **14 FAM 584.4, Rest Stop or Day Pass for Business-Class Lounge**: When the U.S. Government provides lodging and authorizes per diem during a layover between legs of travel, this break in travel constitutes a rest stop. The point of interruption should be midway in the journey or as near to it as the schedule permits. Rest stops or day passes to a business-class lounge are not authorized for travelers using premium-class accommodations, except when certified as necessary by competent medical authority.

2. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.

3. Revisions are shown in *italic dark magenta*. *Italic dark magenta* provides a historical record of changes and is used in subchapter issuances where less than 50 percent of the text has been revised.

4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAM 580 (CT:LOG-85, 02-03-2011; 19 pages) and replace it with revised subchapter 14 FAM 580 (18 pages).

2. After inserting the material in the binder, insert this Change Transmittal

letter immediately following the CT Checklist, then fill in the entry line for CT:LOG-105 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.

2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(**A/LM**)